

**Applicants:** – Please do not remove this posting – **ask for a copy**

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**SCHOOL DISTRICT # 64 (GULF ISLANDS)**

**INTERNAL JOB POSTING**

**Position:** Human Resources and Payroll  
(Continuing, Ten-Month Payscale)

**Location:** School Board Office

**Qualifications:** See job description attached

**Hours of Work:** Thirty-five (35) hours per week (1.0 FTE)

**Job Rate:** \$27.95

**Start Date:** As soon as possible after the posting closing date

**Closing Date:** 4:00 p.m., Tuesday, September 10, 2019

**Apply in writing to:** Linda Underwood, Assistant Superintendent  
School Board Office  
c/o Lori Deacon, Executive Assistant  
Email: ldeacon@sd64.org

**Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.**

**Please indicate clearly in your cover letter the position and posting number to which you are applying.**

**This is a union position with C.U.P.E., Local 788.  
(APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)**

DATE RECEIVED \_\_\_\_\_ →

Successful applicant: \_\_\_\_\_

**Please copy to:**

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

**September 3, 2019  
(CUPE Posting No. 19) (2019/20)**

*L Underwood*

**SCHOOL DISTRICT #64 (Gulf Islands)**  
**Job Description**  
**Human Resources and Payroll**

**SUMMARY**

Under direction, provides administrative support for Human Resources with a focus on accounting, payroll, accruals and Ministry reporting.

Works independently and as part of a team while maintaining a high degree of efficiency, organization and confidentiality.

**DUTIES**

- Manages and maintains employee databases
- Creates, maintains and updates complex Human Resources documents including staffing spreadsheets, and Ministry reports
- Prepares Ministry of Education statistical reports
- Administers the preparation, calculation and disbursement of sub casual and TTOC employee wages; prepares monthly payroll summary and reports
- Updates HR software tables and master files as required
- Applies collective agreements, employment contracts, statutory regulations, Ministry requirements and School District policies and practices
- Maintains employee accrual records and seniority lists
- Prepares complex journal entries
- Calculates and verify full time equivalencies; verifies employee and school schedules
- Responds to inquiries and provides appropriate information to employees, district personnel and other agencies
- Maintains personnel files
- Coordinates with Central Dispatch; verifies data entry
- Manages petty cash for school board office

Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description.

**QUALIFICATIONS**

- Post-secondary diploma in HR/Business Administration including payroll coursework
- Recent work experience using Human Resources and Payroll software
- 5 years experience in related work

Or an equivalent combination of training and experience

**RELATIONSHIPS**

- Responsible to Director of Instruction

**APPROVED**

On behalf of:  
School District #64 (Gulf Islands)

On behalf of:  
CUPE Local 788

*Original signed by:*

Rod Scotvold  
Secretary Treasurer

October 22, 2018

*Original signed by:*

Larry Melious  
President

October 22, 2018

**Classification: Clerical VI**

JJEC approved date: September 13, 2018